

COMPETITIVE TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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SANTA FE, NEW MEXICO 87508
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ANNOUNCEMENT NUMBER: T-04-3004

CLOSING DATE: 7 October 2004

POSITION TITLE, SERIES, AND GRADE

SALARY RANGE

Human Resources Assistant	GS-0203-06	\$29,761 - \$38,694 per year
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For a complete listing of current vacancy announcements, please visit our website:

<https://www.nm.ngb.army.mil>

AREA OF CONSIDERATION: STATUS CANDIDATES (All current Competitive Service Federal employees and former Federal employees with status eligibility).

APPOINTMENT FACTORS: Competitive Service.

POSITION LOCATION: Technician Management Branch, Human Resources Office, New Mexico National Guard, Santa Fe, New Mexico.

OPENING DATE: 16 September 2004

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBER: N0280.

POSITION POTENTIAL: The top grade of this position is GS-06.

RE-PROMOTION STATEMENT: New Mexico Army National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age, or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent, (deployment, service schools, extended illness, etc.), may request that their supervisor submit their applications during the period of absence. It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

EVALUATION METHOD: All applicants will be initially screened against mandatory qualifications. A staff representative of the Human Resources Office will conduct the evaluation. The evaluation will be based upon the knowledge, skills, and abilities considered necessary for successful performance in the position.

EXPERIENCE AND EDUCATION REQUIREMENTS

EXPERIENCE REQUIREMENT:

Must have twelve months of specialized experience equivalent to at least the GS-05 level that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge in resolving pay and human resources processing terminology, procedures, provisions and restrictions, including corresponding benefits and options to process a full range of official human resources actions for both dual and non-dual status positions.
2. Knowledge of regulations covering Federal employee benefits (such as retirement, leave, life insurance, TSP, etc.), classification and employee relations (such as injury compensation, incentive awards, performance issues, etc), to obtain relevant facts and to perform or explain a range of clerical procedures in support of one of these specialties. To evaluate the adequacy of these facts and explain options as available to the employee based upon analysis of individual circumstances.
3. Knowledge of evaluation techniques for applying qualification standards in determining minimum eligibility for wide variety of occupations and grade levels.
4. Skill in the use of an automated personnel system.

TIME-IN-GRADE RESTRICTIONS: Candidates must have completed a minimum of 52 weeks no more than one grade lower (or equivalent) than the position to be filled.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience will not in itself be accepted as proof of qualification. The quality, type and scope of the experience must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must furnish a copy of Standard Form 50-B for eligibility verification. Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: The purpose of this position is to provide limited technical assistance and clerical support to Human Resources Specialists within the office and to managers, supervisors and technicians of the serviced organizations on human resources matters. Processes a wide range of human resources transactions and provides technical assistance related to employee relations, employee benefits, recruitment and placement, classification and/or compensation.